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Committee of Experts on the Transport of Dangerous Goods and on the Globally Harmonized System of Classification and Labelling of Chemicals

Sub-Committee of Experts on the Transport of Dangerous Goods

Forty-seventh session
Geneva, 22 – 26 June 2015
Item 2 of the provisional agenda
Explosives and related matters

Guidelines on working procedures for the working group

Transmitted by the Chairman of the Working Group on Explosives[1]

Introduction

1. During the Sub-Committee's previous biennium, the Working Group on Explosives met only during the summer sessions. However the volume of formal and informal papers considered by the group increased significantly. As such, the time needed to consider the many issues presented, and draft and review the report of the working group prior to presenting the report to the Sub-Committee also increased.

2. At its forty-sixth session the Sub-Committee was made aware of the significant workload the Working Group on Explosives expected during the upcoming biennium and it was agreed to convene the working group during each of the Sub-Committee's meetings to be held during the 2015-2016 biennium. In order to ensure an orderly approach to what is anticipated to be a very busy biennium for the working group, the chairman and secretary of the working group have developed the following guidelines and working procedures to improve the efficiency of the working group and to streamline the report preparation process presented herein as information to the Sub-Committee.

[1] In accordance with the programme of work of the Sub-Committee for 2015–2016 approved by the Committee at its seventh session (see ST/SG/AC.10/C.3/92, paragraph 95 and ST/SG/AC.10/42, para. 15).

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Guidelines

3. Guidelines (or minimum requirements) for the preparation of proposals and their acceptance for consideration by the Working Group on Explosives:

- Proposals should be in a formal document. Proposals in informal documents may be discussed by the working group if time allows but may not result in a recommendation to the Sub-Committee. A formal document at the next session may be required.

- Proposals for amended text in the Model Regulations, the GHS document, and/or the Manual of Tests and Criteria should be provided in MSWord format specifying the amendment(s) to be made and, in addition, using revision tracking format to facilitate translation work.

- Proposals (new and/or amendments) must be complete and must include all consequential amendments. If needed, incomplete documents will be forwarded (after discussion in the working group) to the next session.

4. The secretary and chairman will monitor the papers as they appear on the UNECE website and these proposals will be pre-configured within the working group report template. During the meeting, the report will be finalized based on the outcome of working group discussions. It is hoped that this process will lessen the actual workload in Geneva.

5 The presentation of the report to the plenary meeting will be organised a little differently than has been past practice. The technical discussions in the working group will last until Wednesday 5:30p.m. The whole Thursday is then allocated to the drafting of the report and the draft report will be discussed in the working group on Friday morning. While the report is being prepared, the working group could use the Thursday for informal discussions, which will not be reflected in the report. The report will be made available in the plenary room on Friday afternoon and will be discussed on the same afternoon at the forthcoming session and on the second Monday at the three following sessions. For these three following sessions (December 2015, June 2016 and December 2016) working group participants may elect to either stay in Geneva over the week-end or return for the discussion in plenary. Current practice is that many members are not present during this discussion, so this change in schedule would not affect their participation time.

For sessions where the Sub-committee only meets during one week, this schedule will be revised appropriately to ensure that the report is available on the afternoon of the last day of the session.

6. These guidelines have already been sent by email to experts who have attended at least one working group session in the last five years.

7. This paper is to inform the Sub-Committee members on the guidelines and working procedures.